

AGENDA
CITY OF STEVENSON COUNCIL MEETING
September 10, 2024
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjJvA/>

Items with an asterisk (*) have been added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER: Mayor to call the meeting to order.

2. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]*

3. COUNCIL BUSINESS:

- a) **Fire Department Update** - Fire Chief Rob Farris will provide an update on the department.
- b) Discuss Fire Chief Job Description** - A draft job description for the Fire Chief is attached for discussion. If there is consensus between the agencies, the approval will be formalized by incorporating it into the Stevenson Personnel Policy at the September 19th council meeting.
- c) **Discuss Existing Fire Hall Maintenance** - The existing Fire Hall is in need of maintenance and improvements to the exterior and interior. Preliminary estimates for painting or siding the building exceeded \$100,000. The bathrooms also need to be updated. The Fire Hall is wholly owned by Fire District 2. Discussion around how to move forward given the future plans to abandon the building.
- d) Discuss Fire Department Governance** - City Administrator Leana Kinley presents the attached memo on the future governance structure of the Stevenson Fire Department for discussion and direction.

4. ISSUES FOR THE NEXT MEETING-DECEMBER 10, 2024 AT 6PM: *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

5. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Wednesday, September 11th, 6pm, Special City Council Meeting
- Thursday, September 19th, 6pm, Regular City Council Meeting
- Thursday, September 26th, 6pm Special City Council Meeting
- Monday, October 14th, 6pm, Planning Commission Meeting
- Thursday, October 17th, 6pm, Regular City Council Meeting

FIRE CHIEF

POSITION: Fire Chief
REPORTS TO: City Administrator
EFFECTIVE DATE: January 1, 2025
FLSA STATUS: Volunteer/Non-Exempt

SUMMARY:

The position is responsible for the organization and direction of the Stevenson Fire Department. This includes all volunteer fire department actions and personnel in response to official emergency calls as training allows, ensuring life safety, environmental preservation, and property conservation. The position needs management and supervisory experience. The Fire Chief is in command of the Fire Department as outlined in SMC 2.24 Volunteer Fire Department.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Plan, organize, direct and control the activities, operations, and personnel of the Stevenson Fire Department, in cooperation with City leadership.
- Develop and implement long term planning for the City's fire department facilities and equipment including execution of both short and long-range programs.
- Serve as a key member of the City's management team.
- Supervise the operation of the fire department.
- Oversee the selection, training, professional development and certification programs for all department personnel.
- Ensure that appropriate policies and procedures are in place and ensure personnel compliance to department policies and procedures.
- Work with other agencies to develop, implement, and enhance appropriate policies, procedures, and programs for the department.
- Serve as the technical advisor to the Mayor, City Council, City Administrator and departments on fire department activities.
- Perform cost control activities and monitor the efficiency/effectiveness of the fire department including assisting the finance department with budgeting for the fire department.

- Provide a departmental status report at all City Council meetings, represent the City on other committees as assigned, and attend ceremonial occasions or other organizational meetings as necessary.
- Direct the research and compilation of all required reports relative to the operation of the fire department.
- Ensure that the City's fire department meets all regulatory requirements.
- Direct the preparation of public notices and information programs to ensure that citizens, contractors, businesses and interested parties are apprised of major projects or activities.
- Prepare written reviews of all subdivision and short plat applications for the planning advisor.
- Serve with the Public Works Director, Community Development Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Assist with the control of public nuisances.
- Respond to public inquiries related to fire department issues.
- Assist with grant writing.
- Maintain and secure appropriate fire department records.
- Knowledge and application of modern public relations principles and practices.
- Knowledge and application of modern theories, principles, practices, methods, and equipment of modern firefighting.
- Knowledge and application of fire hazards, fire prevention techniques and building construction.
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ABILITY TO:

- Analyze and problem solve problems relating to Fire Department functions
- Efficiently coordinate resources and personnel to accomplish projects
- Assign, schedule, direct, coordinate, and evaluate personnel performing various fire department activities at various skill levels
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate effectively both orally and in writing with a diverse range of people.
- Respond professionally when confronted verbally and physically.

- Establish and maintain effective working relationships.
- Work courteously and tactfully with customers and personnel.
- Confidently make informed decisions and/or recommendations regarding all fire department functions
- Speak, understand, read, and write English
- Perform basic math (add, subtract, multiply, and divide)
- Exercise discretion in confidential or sensitive situations
- Interview people and gather information on circumstances surrounding an incident, which may include medical history.
- Prepare incident and inspection reports, either by hand or computer, using proper detailed descriptions and appropriate grammar.
- Exercise independent judgment and/or independent action regularly and under emergency conditions.
- Maintain various health and safety standards and regulations.
- Perform moderately, strenuous physical tasks and occasionally work under extreme physical and environmental conditions.
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blueprints.
- Identify hazardous materials codes by color.
- Respond to an alarm, wake, and transition from a sound sleep to full activity and exertion within a matter of minutes.
- Take command of scenes with little to no information given.
- Make decisions using all available information available at the time the decision is made.
- Maintain high standards of professionalism as an example for other department personnel.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications.
- Hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, back-drafts, breaking glass, fire, other firefighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses when necessary.

SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising all fire department personnel, either directly or through subordinate Captains and other positions; provide direction and guidance, make approvals and

recommendations as needed; maintain and promote team-centered participatory management practices.

JOB CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings but often in vehicles and outdoor settings as well. Outdoor work is required in the supervision of employees who are training and in responding to incidents in all weather conditions, including temperature extremes, during all hours of the day and night. Work is often performed in emergency and stressful conditions. Work may be conducted near machinery and moving parts, and in high or precarious places.

The noise level is generally that expected in a typical office/shop environment but may involve exposure to alarms, sirens, and other loud noises. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), vibrations, electrical, chemical, and mechanical hazards, extremes in temperature, and potentially caustic chemicals and gases. Other hazards including smoke, noxious odors, fumes, chemicals, and explosives may be encountered while visiting other locations or responding to emergencies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office, shop and plant setting, operate typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others. Visits to field facilities, construction sites or maintenance operations may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The employee must occasionally perform work under extreme physical and environmental conditions and must lift and/or move up to 100 pounds.

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- 5 or more years of progressively responsible experience in a fire department-related position and demonstrated management responsibilities.
- Good knowledge of state and federal laws and procedures relating to fire departments and emergency management.
- Advanced knowledge of the Fire/Med Radio system
- Computer literate with general knowledge of Microsoft Office and/or Google Docs software applications.
- Experience with social media management
- Must have a valid state issued Driver's License.
- Knowledge of the use of fire records and their application for fire prevention and fire protection administration.
- Knowledge of the various functions and dynamics of modern Fire Department operations.

PREFERRED QUALIFICATIONS:

- Supervisory and management skills, including mentoring, training, evaluating, disciplining and discharge.
- Familiarity with government budgeting, regulatory environment and report preparation.
- Flagger Certification
- Instructor I Certification
- Red Card (Wildland)
- Fire Officer Certification
- Public Information Officer (PIO) Training

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification
- National Incident Management System Certifications:
 - IS-700
 - IS-800
 - ICS-100
 - ICS-200
 - ICS-300
 - ICS-400
- HAZMAT Awareness
- HAZMAT Operations
- HAZMAT On Scene Incident Commander
- Emergency Vehicle Incident Prevention Program

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date

FIRE DISTRICT ANNEXATION STEP-BY-STEP ANALYSIS

- I. City or town initiates process (RCW 52.04.061)**
- a. Adoption of an ordinance proposing annexation to the fire district.
 - b. Board of Fire Commissioners must concur.
 - c. Notification of the county legislative authority.
 - d. Notification of the Boundary Review Board (RCW 36.93.090).
 1. Board has 60 days from notification to either revise the annexation or to waive jurisdiction.
 2. Board has 120 days after request for review to make a determination.
- II. Election (RCW 52.04.071)**
- a. Election approval required separately in both the city or town and in the fire district.
 - b. Election to be held at least 45 days after the declaration of finding.
 - c. Ballot question:
*“Shall the city or town of _____ be annexed to and be a part of _____ fire protection district?
Yes _____
No _____”*
Annexation must be approved by the voters in both the unincorporated areas and within the city or town separately.
 - d. Election must be certified by March 1 for annexation to be effective the following calendar year.
- III. Tax Rates (RCW 52.04.081)**
- a. Fire district property tax levy applies within the city after annexation.
 - b. Maximum city property tax levy subsequent to annexation. Lower of:
 1. \$3.60 per \$1,000 less fire district and library district (if annexed by library district) levies.
 2. City property tax levy as limited by the 101% property tax lid law.
- IV. Withdrawal (RCW 52.04.101)**
- a. After three (3) years, city legislative authority may initiate by resolution a proposal for withdrawal from the fire district.
 - b. Proposal for withdrawal shall be submitted to voters within the city or town for their approval or rejection.
 - c. If approved, the city or town shall have a vested right in the assets of the district proportionate to the taxes levied within the boundaries of the city or town and utilized by the fire district to acquire such assets.

V. Key Factors in Considering Annexation to the Fire District

- a. Benefits.
 - 1. Financial.
 - 2. Avoidance of annual contract negotiations.
 - 3. Absence of responsibility for fire protection services.
 - 4. City residents may participate in fire district elections and may serve as commissioners.
- b. Disadvantages.
 - 1. Loss of control.
 - (a) Service levels.
 - (b) Financial.
 - (c) Accountability to the city legislative authority.
 - 2. Increase in tax rates unless city tax rates are reduced.
- c. Timing.
 - 1. Election must be certified by March 1 for annexation to be effective for the following calendar year.
 - 2. Election dates (RCW 29A.04.330):
 - (a) 1st Tuesday after the 1st Monday in February.
 - (b) 2nd Tuesday in March.
 - (c) 4th Tuesday in April.
 - (d) 3rd Tuesday in May.
 - (e) 3rd Tuesday in August.
 - (f) 1st Tuesday after the 1st Monday in November.

NOTE: Contact your local county elections office for additional details.



City of Stevenson

Leana Kinley, City Administrator

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7121 E Loop Road, PO Box 371
 Stevenson, Washington 98648

To: Stevenson City Council and Skamania County Fire District 2 Commissioners
 From: Leana Kinley, City Administrator
 RE: Stevenson Fire Department Governance – Committee Update
 Meeting Date: September 10, 2024

Executive Summary:

At the May 11th joint Fire District 2 Commission and Stevenson City Council meeting, the boards directed a committee consisting of Commissioner Howard Hoy, Councilmember Michael Johnson, Fire Chief Rob Farris and City Administrator Leana Kinley to move forward with analyzing the various governance structures for the department. They met on September 5th and agreed to pursue the annexation of the City of Stevenson into Fire District 2. Below is an outline of the process, timelines and financial impact.

Overview of Items:

Process and Timeline

The Fire District Annexation step-by-step process is attached. The election must be certified by March 1 for the annexation to be effective for the following calendar year. The election timelines for next year are below:

- December 13, 2024 – Last day to file for February Special Election
- February 11, 2025 – Special Election (Annexation would start in 2026)
- February 21, 2025 – Last day to file for April Special Election
- April 22, 2025 – Special Election (Annexation would start in 2027)
- May 2, 2025 – Last day to file for August Primary
- August 5, 2025 – Primary (Annexation would start in 2027)
- August 5, 2025 – Last day to file for November General Election
- November 4, 2025 – General Election (Annexation would start in 2027)

Fire District 2 wants to re-establish their levy rate of 1.0. This would need to go to the voters as a lid-lift. The question would be whether to do this before or after the annexation. There are also other taxes being discussed for voter approval by the City and it may be beneficial to have consultant support to maximize the potential for approval.

Financial Impact

Historic combined operating expenses for Fire District 2 and the Stevenson Fire Department:

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total Op. Expenses	128,017	82,752	79,939	79,571	174,589	131,349	197,472	122,731	214,574	118,170	181,756

Existing Levy Rates:

	Assessed Valuation	2024 Rates	Revenue	Resident Impact
City	384,371,428	1.46490227	\$563,067	
Fire District	150,838,481	0.59818402	90,229	
	Combined AV	FD2 2024 Rate	Combined Rev.	
City annex to FD2	535,209,909	0.59818402	\$320,154	\$335 (City)
	Combined AV	FD2 Proposed Rate	Max Rev.	
Updated Rate	535,209,909	1.0	\$535,210	\$560 (City) \$225 (FD2)

2023 Ending Balances (Department Savings)

Fire District 2	\$434,094
City Fire Reserves	\$1,902,519

Action Needed:

Direction on whether to move forward with the annexation process, timeline, and use of consultants.